

Postsecondary Programs

Title: Program Approval

Program approval and changes: The approval of new professional-technical education programs and changes to existing professional-technical education programs follow the processes in State Board of Education (SBOE) Governing Policies and Procedures, Section III, Postsecondary Affairs, Subsection G, Program Approval and Discontinuance, paragraph 4, Program Approval Policy and paragraph 5, Approval Procedures. They are also subject to the authority and responsibilities of the Division of Professional-Technical Education and its Administrator as specified in IDAPA Rule 55.01.01.

All requests for new and existing program changes are submitted to the SBOE using a Notice of Intent (NOI) form. A Scope and Sequence, Attachment B Form, must be included with the NOI for all professional-technical education requests. Samples of both forms are located on the Division of Professional-Technical Education (DPTE) website at www.pte.idaho.gov. Upon receipt, the SBOE immediately forwards all professional-technical education program changes to the DPTE. The NOI is reviewed by the DPTE staff, including the Program Manager. Within 30 days of receipt of a completed request, the DPTE Administrator returns the NOI with his recommendations to the SBOE Executive Director for final action. The SBOE approves program changes exceeding \$250,000 financial impact per year. If the financial impact is less than \$250,000 per year, the SBOE Executive Director has approval authority. The Chief Academic Officer notifies the college (Provost or Academic Vice President) of the program change approval.

Non-substantive changes in courses, titles, credits, descriptions of individual courses, or other routine catalog changes do not require SBOE or DPTE notification or approval. Questions whether a proposed program change constitutes a routine change may be directed to the DPTE Postsecondary Coordinator.

Detailed information regarding program changes may be found in the SBOE Governing Policies and Procedures, Section III, Postsecondary Affairs, Subsection G, Program Approval and Discontinuance, paragraph 4, Program Approval Policy and paragraph 5, Approval Procedures. The SBOE policy manual may be found at the SBOE website, www.idahoboardofed.org/policies/index.asp.

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